

CITY OF BEAVERTON Surveyor (PLS)

General Summary

Perform or direct a variety of land surveying activities, including map preparation, horizontal and vertical control maintenance, research and fieldwork, and stamping of surveys. Serve as a lead of survey crew.

Essential Functions

Depending upon assignment, the incumbent may perform a combination of some or all of the following duties, which are a representative sample of the level of work appropriate to this class.

1. Serve as a member of a section leadership team. Evaluate performance and program effectiveness and recommend action for improvement as necessary. Prepare reports.
2. Assign, schedule and review survey crew work. Provide coaching to employees and provide input into performance evaluations. Participate in the selection process.
3. Assist in the preparation and monitoring of the section budget.
4. Develop work plans, timelines and resource allocations for survey practices and standards. Monitor progress to ensure objectives are met.
5. Perform surveys and other activities requiring a licensed surveyor.
6. Prepare and oversee the preparation of maps and other survey-related documents requiring a registered professional land surveyor.
7. Coordinate, direct and provide the development, densification and maintenance of the horizontal and vertical controls required by the City mapping system, engineering department, and for use by the public.
8. Provide information, research, advice, field work, maps and documents, as required, to assist other engineering sections, City departments, consultants, the public, or the private sector to determine the location of existing and proposed City rights-of-way easements, property lines and horizontal/vertical control.
9. Prepare, review and interpret easements, rights-of-way, property and political boundary descriptions and maps.
10. Exhibit leadership to staff, work teams and fellow employees. Serve as a model for accomplishing City's vision and goals. Create an environment in which employees are focused on producing excellent quality results.

11. Produce an acceptable quantity and quality of work that is completed within established timelines.
12. Model and coach employees on excellence in internal and external customer service. Promote professional and courteous behavior with a creative approach to problem resolution that creates a positive experience for the customer.
13. Represent the division and/or City to the public, in legal or administrative proceedings, to other organizations or entities and in other situations as required. Make presentations and provide comment and testimony. Advance and protect the interests of the City and its citizens in all matters.
14. Provide employees with basic job training and safety instruction. Actively support safety and loss control measures. Ensure employees are held to departmental safety and loss control standards.
15. Develop safe work habits and follow all required safety policies, procedures and techniques. Contribute to safety of self, co-workers and the general public.
16. Participate in the City Emergency Management program including classes, training sessions and emergency events.
17. Follow standards as outlined in the Employee Handbook.
18. Actively promote and support diversity in the workplace through staffing, promotions, training and career development. Model respect for diversity in the workplace.

Other Functions

Perform related duties of a similar scope and nature.

Knowledge Required

- ◆ Expert knowledge of practices and principles of land surveying.
- ◆ Expert knowledge of the laws and regulations governing boundary surveying.
- ◆ Advanced knowledge of survey-related instruments and software.
- ◆ Basic knowledge of practices and principles of public/business administration practices and decision-making.
- ◆ Advanced knowledge of public purchasing and contracting laws and regulations.
- ◆ Basic knowledge of human resources management practices.
- ◆ Working knowledge of mathematics principles.
- ◆ Working knowledge of English grammar, spelling and usage.

Skills/Abilities Required

- ◆ Expert skill in interpreting rights-of-way, easements and property descriptions.
- ◆ Expert skill in interpreting and applying codes and statutes related to land surveying.
- ◆ Ability to develop budget input and cost estimations.

- ◆ Ability to productively lead and/or participate on a team and in a team environment including the ability to develop a team approach to producing high quality results.
- ◆ Ability to effectively lead a staff including training, coaching, scheduling and reviewing work.
- ◆ Strong ability to demonstrate leadership behavior to employees, contractors, public officials, other agencies, customers and the general public.
- ◆ Strong ability to establish and maintain effective working relationships with employees, contractors, other agencies, public officials and the general public.
- ◆ Strong ability to apply and to coach employees on excellent internal and external customer service skills.
- ◆ Strong ability to communicate effectively both orally and in writing with diverse customers, employees, contractors, other agencies, public officials and the general public.
- ◆ Ability to make presentations and develop reports that may include technical information.
- ◆ Advanced ability to use word processing, spreadsheet programs or other application software as required for position.
- ◆ Ability to use general office equipment.

Minimum Qualifications Required for Entry

Associate's degree in surveying or civil engineering technology and 6 years of surveying experience, including boundary surveying, or an equivalent combination of education and experience enabling the incumbent to perform the essential functions of the position.

Licensing/Special Requirements

- ◆ Positions in this classification are required to possess a valid driver's license and the ability to meet the City's driving standards.
- ◆ Oregon Professional Surveyor License (PLS) required.

Working Conditions

Regular focus on a computer screen; daily precise controls of fingers and hand movements; daily standing for prolonged periods; frequent lifting between 20 and 30 pounds to chest height; occasional lifting 50 to 90 pounds; crouching, crawling, bending, kneeling, climbing or balancing; exposure to high noise levels; weekly dealing with distraught or difficult individuals; occasional attendance at meetings or activities outside of normal working hours; occasional response to emergency conditions off-hours; occasional operation of a motor vehicle on public roads.

Classification History

As of 10/97: Engineering Technician IV

Revised: 1/98
New class specification title 1/98: Surveyor (PLS)
Revised: 11/04
Revised: 1/1/09

Status: SEIU
FLSA: Non-exempt

Department Head Signature

Human Resources Signature

Date

Date